

CONFIDENTIAL

~~CONFIDENTIAL~~CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

20 December 1950

SUBJECT: Procurement Policies and Procedures

**\*OGC Has Reviewed\***1. Basic Policies

The Agency shall use that method of procurement most advantageous to the Government; price, quality, security, and other factors considered. Vouchered funds shall be employed wherever practicable.

2. Unvouchered Funds

a. Unvouchered funds may be employed only where the necessity therefor has been determined as provided in Confidential Funds Regulations 8.0 and 8.1, which will be principally in cases involving security of operations.

b. Procurement may be effected by negotiation or advertisement, in accordance with Confidential Funds Regulations.

3. Vouchered Funds

a. Procurement from vouchered funds will normally be made by advertising, in accordance with Armed Services Procurement Regulations (A.S.P.R.), Section II.

FOIAb5

(1) determined to be necessary in the public interest during the period of a national emergency declared by the President or by the Congress;

(2) the public exigency will not admit of the delay incident to advertising;

(3) the aggregate amount involved does not exceed \$1,000;

(4) for personal or professional services;

(5) for any service to be rendered by any university, college, or other educational institution;

(6) the supplies or services are to be procured and used outside the limits of the United States and its possessions;

(7) for supplies or services for which it is impracticable to secure competition;

(8) for supplies or services as to which it is determined that the character, ingredients, or components thereof are such that the purchase or contract should not be publicly disclosed;

(9) for supplies or services as to which it is determined that the bid prices after advertising are not reasonable or have not been independently arrived at in open competition.

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c. The authority given in subparagraph b(1), above, shall not be exercised except as may be provided in written instructions issued by the Deputy Director for Administration. The determinations to be made in subparagraphs b(2) and b(7), above, shall be made by a Contracting Officer on the basis of written findings made by him. The determinations provided for in subparagraphs b(8) and b(9) shall be made by the Deputy Director for Administration on the basis of written findings. The findings in subparagraph b(9) shall include a statement that notification of the intent to negotiate and reasonable opportunity to negotiate was given to each responsible bidder, that the negotiated price is lower than the lowest rejected bid price of a responsible bidder, and that the negotiated price is the lowest negotiated price offered by any substantial supplier.

d. The negotiation of contracts as provided in paragraph b, above, shall be conducted, so far as practicable, in accordance with Section III of the Armed Services Procurement Regulations.

#### 4. Special Types of Contracts

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use of such form of contracting shall be made by a Contracting Officer.

#### 5. Advance Payments

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the A.S.P.R. The written findings FOIAb5 and determination required to justify such payments shall be made by the Deputy Director for Administration.

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WALTER B. SMITH  
Director

DISTRIBUTION: No. 3

BUDGET STAFF  
DEC 28 1 59 PM '50

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[REDACTED]

WALTER B. SMITH  
Director

DISTRIBUTION: No. 3

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STATINTL

TRANSM: AL SLIP		
21 December 1950		
DATE		
TO: Deputy Director for Administration		
BUILDING	ROOM NO.	
Administration	221	
REMARKS: FOIAb5		
Have reviewed the attached and discussed with General Counsel.		
[REDACTED]		
FROM: [REDACTED]		
Comptroller		
BUILDING	ROOM NO.	EXTENSION
Central	209	445

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MEMORANDUM TO:

The Director

As "Executive" I have the authority delegated to me herein - this permits me to re-delegate relatively minor contracting authority.

Request signature

[REDACTED]

(DATE)

21 - Dec - 50

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	D / Adm -	
2		
3		
4		
5		
FROM	INITIALS	DATE
1	Mgmt	Dec 1950
2		
3		

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE

☐ ACTION ☐ DIRECT REPLY ☐ RETURN

☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH

☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Below this can't wait for New Regs

REMARKS: Coord w/ Van Em 19 Dec

the concurren - Houston's comments

+ sis attached -

made for S.S. Dec 1 Dec

to [REDACTED] FOIAb5

Concur w/ [REDACTED]

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

STATINTL

STANDARD FORM NO. 64

CONFIDENTIAL

Executive Registry

1-4264

Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED]

DATE: 7 November 1950

FROM : Legal Staff

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SUBJECT: Regulation [REDACTED]

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1. Forwarded herewith, for coordination among the interested offices, is our draft of CIA Regulation [REDACTED] on procurement.

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[REDACTED]

LAWRENCE R. HOUSTON  
General Counsel

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[REDACTED] Preston have seen this  
and need no changes to suggest.

LRH

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(Now Sect 1, [REDACTED] series)  
[REDACTED]

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~~CENTRAL INTELLIGENCE AGENCY REGULATION~~~~SERVICES~~~~SUBJECT:~~ Procurement Policies and Procedures.~~1. A.~~ Basic Policies.

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~~2. B.~~ Unvouchered Funds.

~~a. (1)~~ Unvouchered funds may be employed only where the necessity therefor has been determined as provided in CFR 8.0 and 8.1, which will be principally in cases involving security of operations.

~~b. (2)~~ Procurement may be effected by negotiation or advertisement, in accordance with Confidential Funds Regulations.

~~3. C.~~ Vouchered Funds.

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NOV 9 1950



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- (c)(4) for personal or professional services;
- (c)(5) for any service to be rendered by any university, college, or other educational institution;
- (c)(6) the supplies or services are to be procured and used outside the limits of the United States and its possessions;
- (c)(7) for supplies or services for which it is impracticable to secure competition;
- (c)(8) for supplies or services as to which it is determined that the character, ingredients, or components thereof are such that the purchase or contract should not be publicly disclosed;
- (c)(9) for supplies or services as to which it is determined that the bid prices after advertising are not reasonable or have not been independently arrived at in open competition.

c. The authority given in subparagraph (c)(9) above shall not be exercised except as may be provided in written instructions issued by the Deputy Director for Administrative Executive. The determinations to be made in subparagraphs (c)(8) and (c)(9) above shall be made by a Contracting Officer on the basis of written findings made by him. The determinations provided for in subparagraphs (c)(8) and (c)(9) shall be made by the Executive on the basis of written findings. The findings in subparagraph (c)(9) shall include a statement that notification of the intent to negotiate and reasonable opportunity to negotiate was given to each responsible bidder, that the negotiated price is lower than the lowest rejected bid price of a responsible bidder, and that the negotiated price is the lowest negotiated price offered by any substantial supplier.

d. The negotiation of contracts as provided in paragraph B above shall be conducted, so far as practicable, in accordance with Section III of the Armed Services Procurement Regulations.

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FOIAb5

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*Dist. No. 3.*

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